



# OHIO ELECTRONIC RECORDS COMMITTEE MEETING MINUTES

<http://www.ohiohistory.org/ohiojunction/erc/>

**DATE: 14 SEPTEMBER 1999**

**LOCATION: OHIO HISTORICAL CENTER**

COMMITTEE MEMBERS					
<b>Chair:</b>	Charlie Arp	✓			
<b>Members:</b>	Deborah Archie			Jan Neiger	
	Maggie Buckholtz	✓		Elizabeth Nelson	✓
	Rae Cogar			Jim Orbin	✓
	Tamar Chute			Donna Oxenrider	
	Mary Ellen Forrester			Greg Schneller	✓
	Laurie Gemmill	✓		Jill Tatem	
	Rai Goerler	✓		Margaret Theibert	✓
	David Landsbergen			Judy Walker	✓
	Betsey Lane	✓		Daryl Weir	✓
	David Larson	✓		Jane Wildermuth	✓
	Andrea Lentz	✓		Melissa Winesburg	
	Jim Mendel			Becky Wright	
	GUESTS:				
Pete Bates	Daisy Crockron	Mark Schmidbauer			

**I. Introductions; Charlie Arp made some general announcements:**

- Jane Wildermuth has taken a new position as Archivist at Wright State University but will continue with the committee.
- Charlie Corbato is resigning from the Board of Regents and has declined to stay on the committee.
- State Archives is working with the Ohio Bureau of Employment Services to accession executive level e-mail.

**II. Membership Issues**

When the Electronic Records Committee was originally convened, it was for the purpose of drafting policy for the creation, management and long term preservation of electronic records. The ERC has since evolved into a standing committee with long-term goals. The following Membership Guidelines were proposed:

- The membership is limited to 25-30 people who are committed to working towards solutions to electronic records issues. The committee is best served by a diverse membership of policy makers, records managers, IT personnel, archivists, and librarians, representing the various state agencies, universities, libraries and historical societies of Ohio.

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- Any member of the ERC can nominate new members, however the Membership Committee votes whether to approve the nomination or not. The Membership Committee consists of three people: 1 from the Office of Information Systems Policy & Planning (OPP), 1 from the Ohio Historical Society, and one other ERC member.
- The ERC meets twice a year. If members, or their proxy, do not attend at least one meeting per year, it is presumed that they no longer want to maintain ERC membership.

The Membership Committee was approved. Charlie Arp as Chair will represent OHS and Margaret Theibert will represent OPP. A third member from the ERC is still needed. People can volunteer themselves or someone else via the listserv.

### **III. Laurie Gemmill reported on the ERC website**

Statistics included:

Electronic Records Policy - 945 hits (May 1- August 2, 1999)

ERC home page - 707 hits (May 1-August 31, 1999)

### **IV. Pete Bates reported on the State Library on Electronic Publications initiatives**

Pete Bates discussed the State Library's efforts to revise the Ohio Revised Code 149.11. They are working to reword the code to be broader, thus enabling them to write administrative rules concerning the number of copies of publications the State Library receives and to include electronic publications. He also talked about the efforts of the State Library, State Archives and Ohio SuperComputer Center to work on long-term storage, retrieval and use of electronic publications. They hope to work towards a solution of a joint repository of data with long term retention value.

These two projects are addressing five of the nine recommendations given to the ERC by the Subcommittee on the Electronic Publications.

### **V. Dr. David Larson reported on the implementation of the General Schedules**

The General Schedules for Administrative Electronic Records were adopted and incorporated into the general schedules. The first large effort to introduce them will begin next week at a workshop given jointly by the State Archives and DAS information Management to agency records managers.

### **VI. Judy Walker reported on the Government Information Locator Service (GILS)**

GILS went live last month. Both the search and records management forms are available from the State front page. GILS was presented to NAGARA (National Association of



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Government Archives and Records Administrators) at this year's meeting in Columbus. Kentucky, Canada, New York and the National Archives all expressed interest in it. Minnesota has expressed interest in using the application and funding further development.

### **VII. Mark Schmidbauer presented the Draft Guidelines for Digital Imaging Subcommittee.**

The guidelines were voted on and approved. They will be posted for comment for 90 days on the ERC website. Notices will be posted to various archival, IT, and records management listservs. Further revisions will be made if necessary after comment period.

### **VIII. Charlie Arp reported on the E-mail Guidelines**

The E-mail subcommittee submitted draft guidelines, State Archives further edited and revised these. The newest draft is too lengthy to review during the meeting. The draft will be discussed via the ERC listserv section by section, then voted upon online.

### **IX. Discussion on the future of subcommittees**

There was a suggestion to use working groups on specific topics needing guidelines. Working groups would consist of a smaller number of people who meet actively for a brief time to accomplish concise goals; for example a group of 3-5 people who meet once a week for 4-6 weeks. It was decided to use either subcommittees or working groups, depending upon the needs of each topic.

New topics for subcommittees/working groups include:

*Privacy & Log Files* - Daryl Weir will create the charge to the group

*Naming Conventions/File Management* - Laurie Gemmill will draft the charge to the group.

These charges will be submitted to the ERC listserv. People can then volunteer to participate.

### **X. Next meeting will be planned for mid February 2000, the exact date will be announced via the ERC listserv.**